

Basic Library Services Grant Long Range Plan

IMLS requires that you develop a three-year long range plan as part of your Basic Library Services Grant application. The purpose of a long-range plan is to help you analyze current library services and to help you devise a strategy to provide the services needed in the future. A long-range plan answers the questions: where is our library now and where do we want it to go in the future in terms of services? Developing a long-range plan will help you think about setting priorities and making choices based on your resources. IMLS accepts long range plans in many formats. There is no standard length or format required for a plan. Below is one example of developing an expressed community need into a plan for library services.

BASIC COMPONENTS OF A LONG RANGE PLAN

Statement of needs

This statement spells out your community's needs. It helps you decide what library services would help you meet those needs.

Goals

Goals translate the needs of the community into library services.

Objectives

Objectives are what you are striving to achieve; objectives are measurable.

Activities

Activities are the things you will do to reach your objectives.

Evaluation

Evaluation helps you determine whether you reached your objectives or not.

Your long range plan will probably include more than one stated need. Each stated need will be translated into one or more goals. Each goal will be supported by one or more objectives. You must decide how many activities you require to achieve each of your objectives. The example below illustrates the relationship between each planning level.

Example :

Statement of need: At the last tribal council meeting, representatives from the new senior center stated that many of the elderly are now living at the center and they requested increased outreach library services for the center residents. There is no public transportation to the library and the elderly tribal members who do go to the library say they need more materials geared toward their needs.

Goal: Improve library services to the tribal elderly.

Objectives: 1) Add materials that meet the needs of the elders to the library collection. 2) Improve access to library materials for elders living at the senior center. 3) Evaluate the success of the program in improving services to elders at the senior center.

Activities: 1 a.) Allocate \$500.00 of the materials budget each year to purchase materials for elders. 1 b.) Identify materials of interest to elders. 2 a.) Schedule the bookmobile to stop at the senior center once a week. 2 b.) Maintain a log of bookmobile visits to the senior center recording materials borrowed and elders' suggestions. 3 a.) Review the book mobile log. 3 b.) Ask seniors for input on the service. 3 c.) Modify the services as needed.

Evaluation: Increase the number of materials borrowed by elders at the senior center by ten percent each year for three years.

This example addresses a new service, but your long-range plan should include ongoing services as well as new services. Include a time frame to define when you plan to accomplish your objectives and when your activities will take place. Remember that long-range plans are documents that may change based on changes in your community and the resources available to the library.

Example of Creating a Plan to Meet a Community Need

Creating a table like this one may help you organize your long-range plan. Each stated need should translate into one or more goals. Each goal will be supported by one or more objectives. You need to decide what activities will be required to achieve each objective. You do not need to use this table or format to submit your long-range plan. It is offered only as a tool to make planning easier. The information in this table comes from the example for developing a three-year long-range plan on the previous page. It illustrates only one possible strategy for meeting the goal of improving services to tribal elderly – there may be many other approaches.

Need	Goal	Objective(s)	Activities	Target Date for Completion	Evaluation Measure (how you will know if you met your objectives)
Elderly tribal members who live at the new senior center have no transportation to the library. The library doesn't have materials that meet their needs.	Improve library services to the tribal elderly.	<p>1. Add materials that meet the needs of elders to the library collection.</p> <p>2. Improve access to the library for elders living at the senior center.</p> <p>3. Evaluate success of program in improving services to elders at the senior center</p>	<p>1a. Allocate \$500/year to purchase materials for elders. 1b. Identify materials of interest to elders (interview elders).</p> <p>2a. Schedule the bookmobile to visit the senior center once a week. 2b. Maintain a log of bookmobile visits to the senior center, recording materials borrowed and elders' suggestions.</p> <p>3a. Review bookmobile log. 3b. Ask seniors for input. 3c. Modify program as needed.</p>	<p>1a. October 1, each year 1b. November 1, each year</p> <p>2a. October 1 (as soon as funds are available) 2b. Starts at first bookmobile visit, ongoing.</p> <p>3a,b. 6 months after first bookmobile visit and every 6 months after that.</p>	<p>1. Increase the number of materials borrowed by elders from the senior center 10% each year for three years.</p>